

National Register of Historic Places Nomination Deadline Calendar

Revised: September 4, 2018



The SHPO requires completed, final nominations to be submitted to the SHPO ninety (90) calendar days prior to a State Historic Preservation Review Board meeting for Certified Local Government (CLG) communities, and seventy-five (75) calendar days before a Review Board meeting for non-CLG communities. This schedule allows for final SHPO review, SHPO notification to required parties in accordance with federal regulations, and Review Board evaluation.

Please note: preparing a nomination is a complex and lengthy process. A draft nomination may go through several reviews. Deadline dates below are for complete nominations, not drafts. We encourage you to plan for a minimum of two drafts. Note that you can help shorten the time required for SHPO reviews by submitting a thorough and grammatically clean nomination that conforms to the [Michigan State Historic Preservation Office Style Guide](#). Nomination packages **must be received by 4:00 pm** on the respective deadline date noted below.

A complete nomination package includes (please see the [National Register of Historic Places Nomination Submission Checklist](#) for additional information for the items below):

1. A National Park Service 10-900 [National Register of Historic Places Registration Form](#) approved by SHPO.
2. A letter from the property owner(s) stating their support or opposition
3. Photographs that meet the “best” specifications in the [National Register Photo Policy Factsheet](#) (2013).
4. Maps that meet the criteria in the [National Register Draft Electronic Map Policy Factsheet](#) (2012).
5. A contact list
6. Supporting documentation
7. PowerPoint presentation for the site

All of the above items must be reviewed by the Michigan SHPO staff and found acceptable. Nominations are generally reviewed in the order received. If a nomination arrives on a deadline date and is not complete, it will not be placed on the review board agenda.

Completed and acceptable nominations received by the SHPO are scheduled for the first possible meeting of the board. However, if more nominations are received than can be processed in accordance with federal regulations, the nominations will be scheduled in accordance with the priorities listed below:

- Nominations with grant or funding deadlines (including tax incentives, grants, contracts, etc.)
- Nominations of properties located in Certified Local Government communities
- Nominations that address priorities addressed in the statewide plan
- All others

Review Board Meeting Date	CLG Communities	Non-CLG Communities
	<i>Submission Deadline</i>	<i>Submission Deadline</i>
September 14, 2018	June 16, 2018	July 1, 2018
January 18, 2019	October 19, 2018	November 2, 2018
May 17, 2019	February 15, 2019	March 1, 2019
September 13, 2019	June 14, 2019	June 28, 2019